

OFFICE OF PROTECTION & ADVOCACY FOR PERSONS WITH DISABILITIES
EMPLOYMENT OPPORTUNITY
(An Affirmative Action/Equal Opportunity Employer)

Open to: Candidates on current examination list or lateral transfers

Position: Secretary 2, Legal Unit

Posting No: 00011134

Duty Station: 60B Weston Street, Hartford

Salary: (Pay Plan/Group) CL 16
Annual: \$42,755 - \$55,910
Hourly: \$20.48 - \$26.78
New hires to state employment start at the minimum

Hours: 40 hours per week, Monday through Friday

Closing Date: **February 27, 2013**

To be eligible for consideration, candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. ***(The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.)***

Preferred Knowledge, Skills and Abilities: The individual considered for this position should have demonstrated knowledge of legal terminology; legal procedures and an understanding of the Freedom of Information Act. The ability to prepare legal documents, including but not limited to briefs; discovery documents; complaints and tables of authorities/table of contents in standard legal format is also required as is the ability to maintain and track numerous legal filing deadlines; create spreadsheets; index and organize pleadings and other office documents.

Minimum Knowledge, Skills and Abilities:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

General Experience: Three (3) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One (1) year of the General Experience must have been as a Secretary 1 or its equivalent.

Example of Duties: Using a or personal computer or other electronic equipment , formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc.; proofreads for content; edits using knowledge of grammar, punctuation and spelling; designs office filing systems; organizes and maintains files using their knowledge of the filing system within both state and federal court systems; maintains, updates and reviews reference materials and manuals; composes complex letters and/or memoranda, etc. (e.g. explaining department practices/policies) for own or supervisor's signature; compiles information from a variety of sources and prepares narrative or statistical reports, exercising judgment in the selection of items to be included; greets and directs visitors; answers phones and screens incoming calls; provides advice to callers regarding policy and procedures (e.g. citing a regulation to solve a specific problem); coordinates with others both within and outside of the organization on a variety of non-routine matters; screens letters, memos, reports and other materials to determine action required; may make recommendations to the supervisor; arranges and coordinates meetings (including space and equipment); researches, assembles and coordinates meeting materials (e.g. charts, graphs, reports); writes minutes of meetings, lectures, conferences, etc. from rough draft; takes notes using shorthand, speedwriting or machine transcription; prepares expense accounts; makes travel arrangements; maintains an inventory of supplies and equipment; orders supplies when necessary; completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.); maintains time and attendance records; assists in preparing and monitoring the office budget (e.g. compiles figures, reviews statistical reports, verifies expense items); designs and initiates new forms and procedures to facilitate workflow; performs related duties as required. May be required to travel to various courts to file or obtain documents.

Application Instructions: Submit a completed State of Connecticut Application for Employment (CT-HR-12) available at <http://das.ct.gov/cr1.aspx?page=47> along with a cover letter and resume. Applications not received or postmarked by the **February 20, 2013, closing date** will not be considered. Applications with missing or incomplete material will not be considered. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records, and do not mail a copy of your application form if you have faxed the materials. Due to the large number of applications received, we cannot confirm receipt of applications. **Send complete application package to:**

Irena Baj Wright, Human Resources Specialist
 Department of Administrative Services/SmART
 165 Capitol Avenue, 5th Floor East
 Hartford, CT 06106
 Fax: (860) 622-2843 OR Email: irena.baj-wright@ct.gov

Individuals hired for the position must successfully pass a six-month working test period to receive permanent appointment. Failure to pass the working test period could result in dismissal from employment.